

Getting Started: User Registration and Log-in

Accessing empower requires users to first register for an ABB SSO ID and then complete their empower profile.

Tip: empower is for existing ABB / Industrial Solutions customers only. Users must know their SAP customer number in order to complete registration. If you don't know your SAP customer number, contact your sales rep.

- After obtaining an SSO ID, customers will be able to access all empowerU training materials and begin the empower registration process.
- New users will be required to complete their empower profile information which includes requesting access to their customer account information.
- Below is a quick overview of the registration process. Note that an ABB sales rep will be required to approve a user's request for access to specific customer accounts.

Select the red links below to go directly into the topic you'd like to learn more about!

- [Registration Process Overview](#) - get a quick overview of the registration process which involves first setting up an ABB SSO ID and then completing your empower profile.
- [Registering for SSO Account](#) - new empower users must first register for an ABB SSO ID before they can complete their empower profile.
- [empower Profile](#) - after creating an SSO ID, users must complete their empower profile to complete their registration.
- **Logging in** - after registration is complete, users can login via <https://empower.abb.com>

Tip: Internal employees will NOT be required to register for an SSO ID. Your existing ID will work for your empower account.

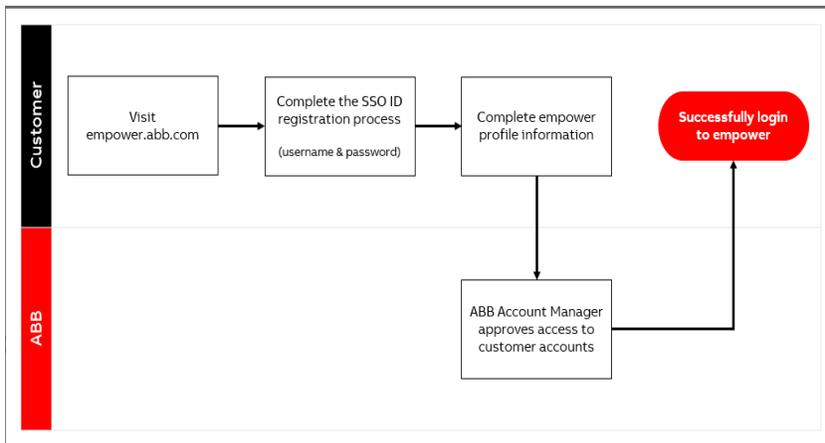
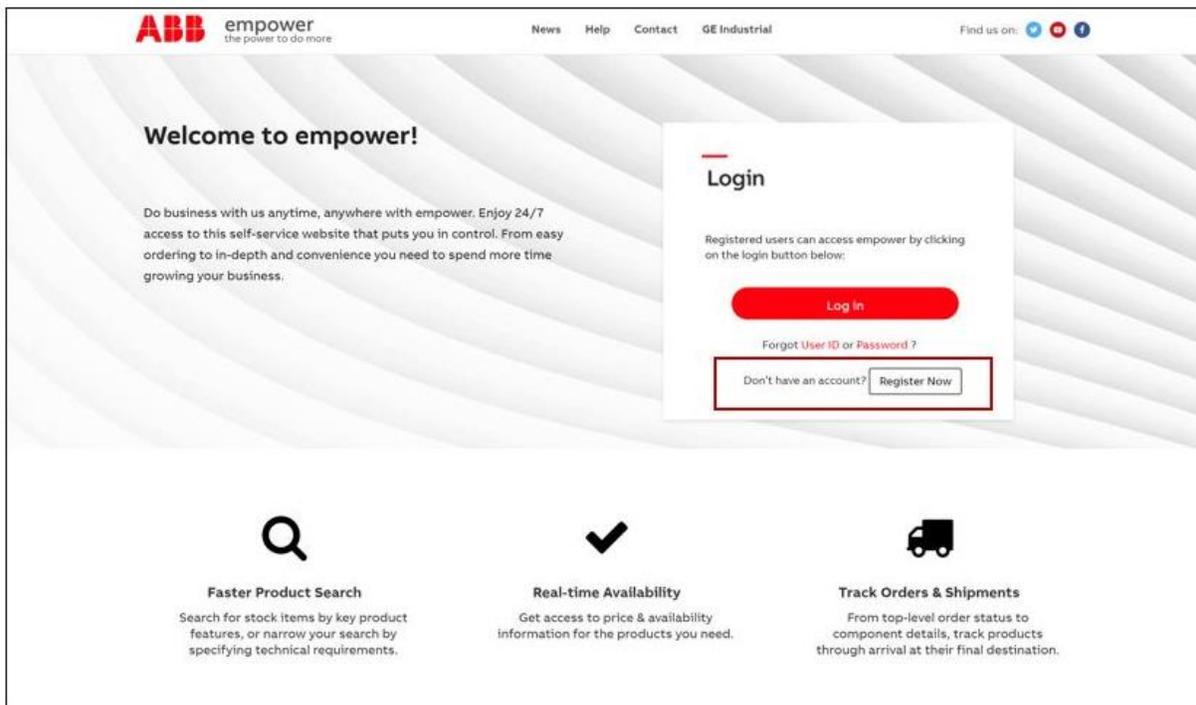


ABB empower leverages an ABB authentication service known as Single Sign On. Users must first obtain an SSO account before completing their empower profile. For internal employees, this is your standard employee SSO ID. For external users, you must first register and create your personal SSO ID.

Tip: If you already have an ABB SSO ID for accessing other applications, simply use your existing credentials to login to ABB empower.

New empower users who do not have an existing ABB login should select **Register Now** from the empower login page <https://empower.abb.com>. The SSO registration process requires users create a personal ABB account to be used when logging into empower. This is an individual account and should not be shared with other empower users. Users will generate a unique User ID and password. You will also be asked to select a password challenge question to help during the password reset / recovery process if required.



Tip: Registering for an empower account requires users to agree to our Terms and Privacy Policy for digital tools.

After accepting the terms, users will be instructed to complete the ABB SSO creation process.

Sign up

With one ABB account, you can access all our online services.

First name* _____ Last name* _____

E-mail address* _____

Password* _____

Repeat password* _____

Business information

Company/school/institution* _____

Phone number _____

Country where you work
United States of America _____

Security

Security question
Which phone number do you most clearly remember from your childhood? _____

Answer to security question* _____

CAPTCHA*
Please enter the text below

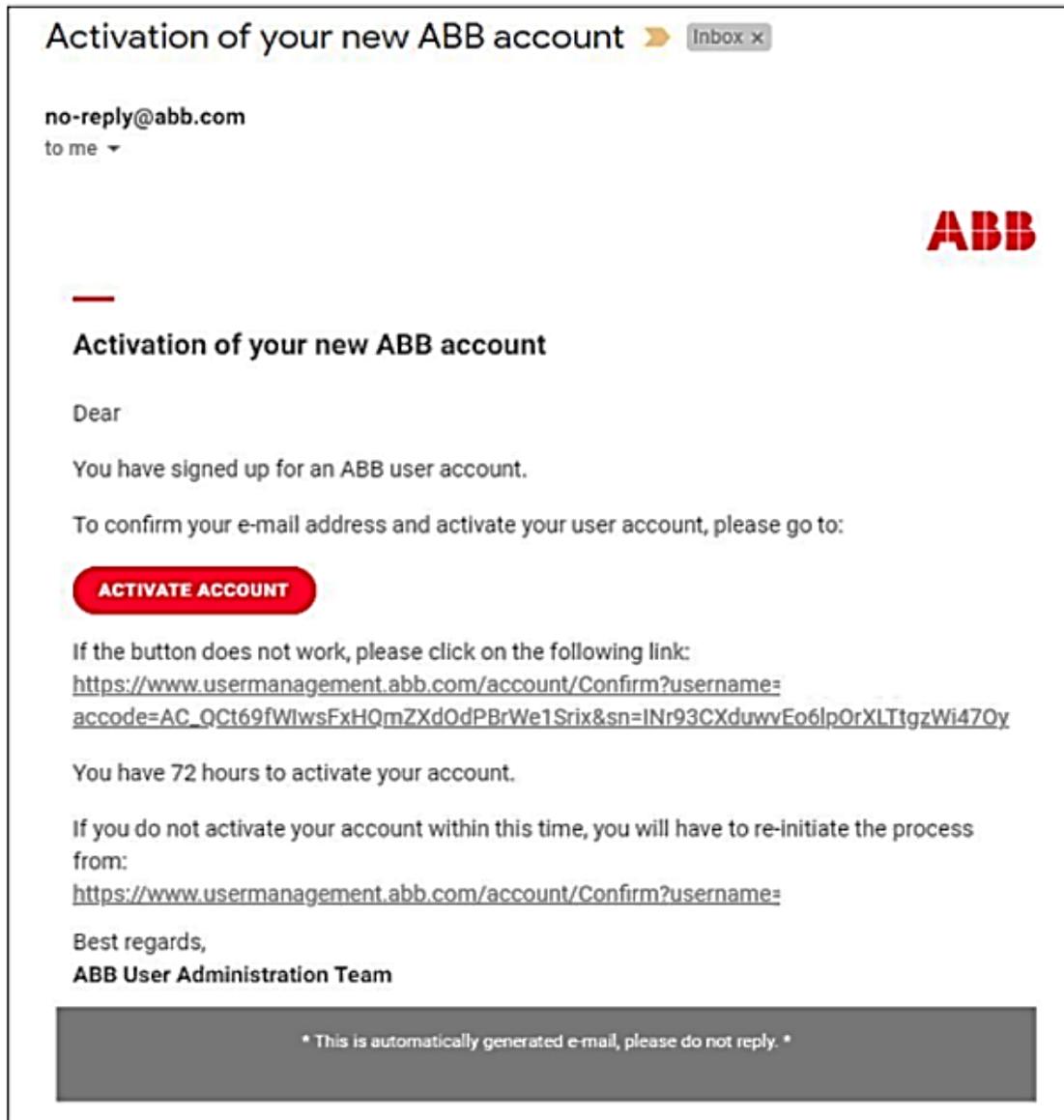


Can't read? **Try another.**

I have read and agree to **ABB privacy policy**

SIGN UP

After completing the SSO ID for, users will need to activate their ABB account via the email they receive.



Once you have successfully activated your SSO account, it will take up to 5 minutes from creation to replicate to empower. During this time, you will be unable to login. After 5 minutes, you may proceed to <https://empower.abb.com> to continue the setup process.

After creating your SSO ID, you will be required to complete the empower profile form.

The empower Profile page contains the below key items:

1. **Personal Information:** complete information such as phone number and default language. In addition, users will select their relationship to ABB (sales rep, manufacturer rep, distributor, etc.).
2. **Pre-Authorization Code:** If you were provided with a pre-authorization code from your sales rep, you can enter it here to receive access to your account.
3. **Request Account:** use this button to submit your request to specific customer accounts to be added to your user profile.

The screenshot shows the ABB empower profile page. At the top left is the ABB logo and the text "empower the power to do more". The page is divided into three main sections, each highlighted with a red circle and a number:

- 1. Personal Information:** This section contains several fields: First Name (Drew), Last Name (Marquardt), User ID (empowerdemonew), Email Address (d.r.ew.marquardt@gmail.com), Company Name (empty), Phone No. (empty), Default Language (English - United States), Region (Select a region), Date Format (DD/MM/YYYY), Country (Select your country), Relationship to Industrial Solutions (Select a relationship), and Role (Select a role).
- 2. Account Information:** This section contains a Pre Authorization Code field and a "Click here" button. Below it is the text "Optional: Do you have a pre authorization code?" followed by the "Click here" button.
- 3. Request Account:** This section contains the text "Click on request account to look up for a required account/multiple accounts." followed by a "Request Account" button.

At the bottom of the page are two buttons: "Register" and "Cancel".

Requesting account access

Users will need to select Request Account button in order to connect their account number with their empower profile. External empower users are required to enter their specific account number and then submit for approval.

Tip: You MUST have at least one customer account added to your profile in order to access empower. If you don't know your account number, it can be located on a recent ABB invoice or order confirmation.

Correct

Incorrect

Internal users (employees and sales agents) can utilize a few different methods for obtaining account access. They can use the Request Account button to request or based on their role, they can utilize the below information.

Customer Service Representatives: Skip the request account step. After submitting your registration, contact empower support at empoweru@abb.com and request **Customer Service privileges**.

Bulk Account Requests for post sales, finance and engineering: These users can skip the request account step. After submitting your registration, contact empoweru@abb.com and request **regional account view** for the specific regions (NA, EMEA, Asia, Latin America).

Sales Team: These users will need access to the accounts they manage, as well as admin privileges so they can manage their users' empower profiles. Search and add each account individually or do a bulk add by requesting access to a sales office code or sales engineer code (see below). After adding the accounts/codes and submitting your registration, contact empoweru@abb.com to have **Sales Manager or Regional Manager privileges** added to your profile.

Enter the sales office code OR your engineer code and Click the Modify button.

- OR -

Select the Region then enter partial or full account number or name, and click Search. Click the checkbox next to the accounts you want to add to your profile and click Send Request.

Account No.	Account Name	City	State	Sales Org.	Sales Channel
<input type="checkbox"/> 9017346	QMS Test distributor for Trainl...	PLAINVILLE	Connecticut	GEIS United States	Distribution

Additional Privileges

After your empower profile is complete and your accounts have been added to your profile, there are additional permissions within empower than you can request if needed.

Permissions include invoice tracking, special pricing, post sales returns, rebates, quote management and administrator access.

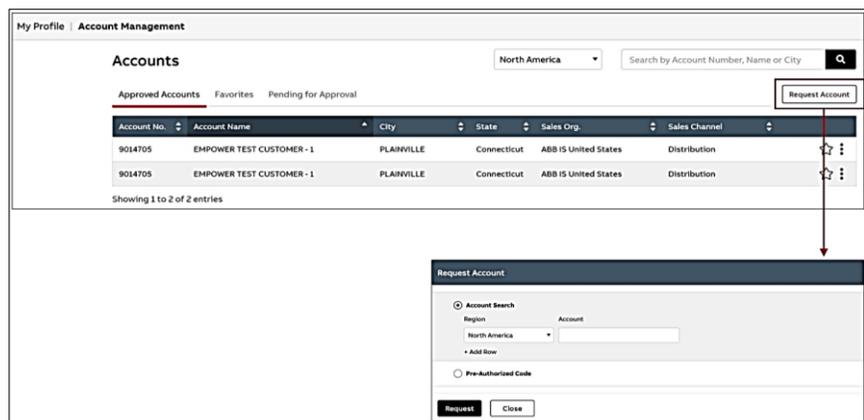
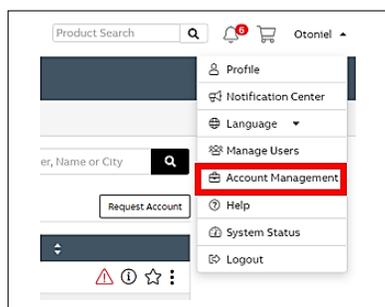
- **External users:** To request these permissions, please contact your account manager.
- **Internal users:** Please contact empoweru@abb.com to request these permissions.

Request Account Access

1. **Requesting Account Access** – ABB empower users can request access to individual customer accounts through the **Account Management** page. When a user requests an account, the request is sent to the account manager for approval before the user's profile is added.

Tip: External users requesting account access will need to know their customer number as there is no search function for external users. Internal users can use the search function to locate an account.

To request access to a new customer account for your empower profile, click on the dropdown menu of your own user profile in the top right of the empower screen and select **Account Management**. Then press the **Request Account** button, select the account region, enter the customer account number (Sold-To number at your ABB Invoice) and press **Request** button to submit the account request. An email will be sent with the details of the account requested and once the ABB Account Manager approve/reject the request, a second email will be sent to the user.



Getting started: empower Flow

1. Lesson overview
2. empower homepage
3. Selecting accounts
4. Order status
5. Price & Availability
6. Order Entry (shopping cart)
7. Post Sales Service
8. Special Pricing
9. Invoice Management

ABBempower Flow provides users the ability to fully create and manage orders through key digital commerce functionality. This getting started guide will help users get familiar with the empower system and learn helpful tips for navigating the tool.

Select the red links below to go directly into the topic you'd like to learn more about!

- **The Basics** - learn how to access the empower Flow module, along with basic system navigation.
- **Selecting Accounts** - users with access to multiple ABB account numbers can select specific accounts to interact with.
- **Order Status** - use this feature to search for and track individual orders and projects.
- **Price & Availability** - real time price and product availability directly from ABB's ERP system.
- **Order Entry (shopping cart)** - add items to shopping cart and proceed with order entry for catalog products.
- **Post Sales Service** - features include submitting rebates and creating return requests.
- **Special Pricing** - request and download individual SPA agreements and other pricing files.
- **Invoice Management** - open invoices and search up to 90 days of closed invoices.

The ABB empower homepage is the launchpad for a user's empower experience. From this page users can quickly access key features and information and manage their individual profile.

This section will cover the basics of the empower homepage and guide users to more information.

The screenshot shows the ABB empower web application interface. At the top, there is a header bar with the ABB empower logo and the tagline 'the power to do more'. To the right of the header, it displays the account number '9014705 - EMPOWER TEST CUSTOMER - 1, US' and a search bar. Below the header is a navigation bar with links for HOME, MY CART, ORDERS, SHIPMENTS, SAVED ITEMS, INVOICE, PRODUCTS, POST SALES, and PRICE AGREEMENTS.

The main content area is divided into several sections:

- Order Status:** A card showing 'Last 150 orders' and a circular gauge with '13 Total Orders'. It also displays counts for '3 Open', '2 Shipped', '8 On Hold', and '0 Cancelled' orders.
- Featured Updates:** A card with a 'View All' link and a news item about 'ABB completes acquisition of GE Industrial Solutions'.
- Order Search:** A card with a search input field and a 'Search' button.
- Recent Orders:** A table listing recent orders with columns for PO No., Order No., and Status. The table contains five rows of data.
- Recent Lists:** A table listing recent lists with columns for List Name, Created On, and No. of Items. It shows one entry: 'Betsy List' created on 08/14/2018 with 1 item.
- Quotes:** A card with a 'Click here to enter T&B Access' link and a 'Quotes' button.
- Price and Availability:** A card with a 'Upload Excel File' button and a 'Copy & Paste' section for entering 'Catalogue No.' and 'Quantity'.

Numbered callouts (3-7) are placed on the interface to highlight specific features: 3 points to the Order Status card, 4 to the Quotes button, 5 to the Order Search card, 6 to the Price and Availability card, and 7 to the Recent Orders table.

1. User profile information

A header bar at the top of all empower pages displays the currently selected ABB account number and provides a link to the user's profile.

2. Feature navigation bar

From this navigation bar, users have access to all current features they have enabled for their individual empower profile. Different users will see different features in this menu. To request access to specific empower features contact your ABB Account Rep or empoweru@abb.com.

3. Order search

Use the Order Search card on the empower homepage to quickly search for and access individual orders or projects. By searching by Order number, PO number, Product number or Job name, users will find individual orders for the selected account. For more advanced searching features, click on the **Order Status** link in the navigation bar.

4. Quote management

If enabled, users will see the **Quotes** button to access the empower Quote module. This allows users to create and manage their project quotes. For access, contact your ABB Account Rep or empoweru@abb.com.

5. Recent orders

Click on the PO number or Order number for those listed in the recent orders card to directly access order status information. The recent orders card will list the last five orders created for the selected ABB account number.

6. Price & Availability

This card provides users with a quick way to access product price and availability information. Users can upload a specific file or input individual products and quantities to track. Check out the Price & Availability lesson for more information on the P&A functionality in ABB empower.

7. Recent lists

This section of the empower homepage provides users with quick access to the List functionality in empower. Users can create lists of their favorite products for checking P&A as well as access saved shopping carts. Check out the Saved Lists & Shopping Carts lesson for tips on using lists.

A user's access and visibility within ABB empower is driven by the ABB accounts that they have access to. Access to these accounts can be requested by the individual user or assigned by the ABB account manager or empower support team. Check out the [Requesting Account Access](#) lesson for more information.

Navigating Accounts

Users who have access to more than one ABB account number will be asked to select which account they want to manage each time they log into ABB empower. This allows the tool to display key information and obtain pricing that is specific to the individual customer account. Users can use the search and account favorites feature to help in managing their specific account list.

Check out the [Navigating Accounts](#) lesson for more tips and information.

Tip: If a user has access to only one account, they will bypass the account selection during the login process.

Users can use the various order status and tracking features of empower to locate specific order information. Orders can be located via direct search (Order number, PO, Job name, etc,) or accessed through the Order Search link.

Detailed order information includes specific line item updates with information such as status, shipment tracking information, bill of lading, invoice, etc. Users can also subscribe to receive order notifications for individual orders.

Check out the [Order Status & Tracking](#) lesson for more information.

151378917 | PO: DEMO-MARI | JOB Name: DEMO ORDER | Open

Ordered On: 03/02/2019 | Order Value: 6,026.37 USD | Ship To: Empower Test customer - 1, GRABOWKA UL. KWIATOWA 16, BIALYSTOK, FL, US 12345

6 All | 0 To be Sche... | 1 Open | 0 Prepared to... | 0 On Hold | 5 Shipped | 0 Cancelled

● On Time ● Within 3 days of project deliverable ● Late ● Closed Late

Show All Lines (6) | Select Items and Add to cart | Total Net Price 6,026.37 USD

#	Catalog No. Cust. Reference No.	Description & Marks	Orig. Scheduled Ship Date	Scheduled Ship Date	Tracking Information	Qty.	Unit Price	Ext. Price	Status
<input type="checkbox"/>	10 TH3361	30A 3P HD N1 600V FUSIBLE SW	03/06/2019	● 03/06/2019	FEDEX FREIGHT PRIORITY 5205089153	1	323.8	323.80	Shipped 03/04/2019
Agreement Number		Carrier	Bill of Lading		Packing Slip	Promotion Code			
Standard		FEDEX FREIGHT PRIORITY	0806860245		693987				
Request Date		Ship Method	Invoice		Contact Name	Contact No.			
03/06/2019		GROUND			FXFE				
Ship Location		Ship To		Shipping notes					
Mt. Juliet - Distributor WHSE		Empower Test customer - 1, GRABOWKA UL. KWIATOWA 16, BIALYSTOK, FL, US 12345							
<input type="checkbox"/>	20 TH3361R	30A 3P HD N3R 600V FUSIBLE SW	03/06/2019	● 03/06/2019	FEDEX FREIGHT PRIORITY 5205089252	2	561.96	1,123.92	Shipped 03/04/2019

ABB empower connects directly to ABB's ERP system to provide real-time information related to individual product prices and inventory information. Through the Price & Availability (P&A) feature from the empower homepage users can select groups of products to view information and then add to their shopping cart for order entry.

Users have access to pricing that is specific to the ABB account number they are currently accessing. This information is subject to change as it is a real-time. Certain non-stock products will display a lead time value when availability is viewed.

From the P&A results page, users can also add items directly to their Cart or email / download the price list.

Check out the full [Price & Availability](#) lesson for more details.

Tip: please contact your ABB account manager or empoweru@abb.com if pricing is not available for a specific product.

Price and Availability

Add Item | Delete | Update Price & Availability | Add to Cart

Catalog No.	Description	Qty.	Agreement No./ Standard	List Price	Final Net Price	Extn. Price	Availability
<input type="checkbox"/> TH0L1120AF2	AFCI 20A CIRCUIT BREAKER	10	X Q	205.00	158.47	1584.70 USD	24203 in stock Mt. Juliet - Distributor WHSE
<input type="checkbox"/> TH0B1125GFT	THQB 1P 120V 25A GFCI SELF-TEST	20	X Q	230.00	185.61	3712.20 USD	137 in stock Mt. Juliet - Distributor WHSE
<input type="checkbox"/> TH0L1120	THOL 1 POLE 120/240V 10K IC 20 AMP	20	X Q	21.00	17.91	358.20 USD	0 in stock, estimated ship date 03/18/2019, Mt. Juliet - Distributor WHSE

Users can leverage the empower Shopping Cart feature to place orders for ABB products. ABB products that have a standard catalog number (with a few exceptions) are available to be ordered through empower.

Products can be added to the cart from the Price & Availability screen or directly added to the shopping cart. From there, users proceed through a simple 3 step order entry process to place their order which includes entering all shipment information. Orders will be sent in real-time to ABB's ERP system for processing and can then be tracked using the Order Status function.

Tip: use the **Save Items** button to save the shopping cart for future use if not ready to immediately order.

My Cart

3 Item(s) 5655.10 USD

Build Order

Text entered here is for your information only and does not print on shipping documents.

Catalog No.	Description	Qty.	Agreement No./ Standard	Final Net Price	Extnd. Price	Availability
<input type="checkbox"/> TH011120AF2	AFCI 20A CIRCUIT BREAKER	10	X Q	158.47	1584.70 USD	24203 in stock Mt. Juliet - Distributor WHSE
<input type="checkbox"/> TH0B1125GET	TH0B 1P 120V 25A GFCI SELF-TEST	20	X Q	185.61	3712.20 USD	137 in stock Mt. Juliet - Distributor WHSE
<input type="checkbox"/> TH011120	TH0L 1 POLE 120/240V 10K 1C 20 AMP	20	X Q	17.91	358.20 USD	0 in stock - estimated ship date 02/18/2019 Mt. Juliet - Distributor WHSE

Have a promotion code?

Cart total 5655.10 USD

The Post Sales Service function within ABB empower includes the ability to enter Rebate and Return requests. These features can be accessed by clicking on the **Post Sales** link in the empower blue header bar.

Tip: if you do not have access to the Post Sales features, please contact your ABB account manager or empoweru@abb.com for assistance.

Returns

The Returns function in ABB empower allows users to locate specific orders and products that need to be returned (RMA, RGA, Stock rebalancing, etc). When accessing the Returns function (select All Requests from Post Sales option), users will be requested to either search for products from an invoice or to manually create the

return request. Once submitted, the request can be tracked and managed through ABB empower.

Check out the below lessons for more information on Returns:

[Create a Return Request](#)
[Returns Tracking](#)

Create New Return

The screenshot shows the 'New Request' interface. At the top, there's a 'Cancel' button. Below it, a search bar labeled 'Search Products to Request Return' with a 'Next' button. The main area has a 'Search Products' section with 'Manual Entry' selected and a 'Policy Document' icon. The search criteria include 'Catalog No.' set to 'thql1120' and an 'Invoice Date Range (Optional)' field. A 'Search' button is present. Below the search, there are two tables. The first is 'Search Results: 1' with columns for Invoice No., Invoice Date, PO No., and Sales Order. The second is 'Product List for Invoice No.: 502193451' with columns for Line No., Catalog No., Qty, and Returnable. A 'Next' button is at the bottom right.

Invoice No.	Invoice Date	PO No.	Sales Order
502193451	01/07/2019	DEMO ORDER	151376388

Line No.	Catalog No.	Qty	Returnable
<input checked="" type="checkbox"/>	000010 THQB1120 THOB 1 POLE 120/240V 10K IC 20AMP	5	Yes
<input type="checkbox"/>	000020 TEST FOR VISTAR THQL 1 POLE 120/240V 10K IC 20 AMP	10	Yes
<input type="checkbox"/>	000030 TCAL18 Lug Wire Range 12-3/0 Al or Cu 1pc.	15	No
<input type="checkbox"/>	000040 THQB1130 ASM THOB C/B S. POLE 120/240V	20	Yes

Rebates

The Rebates function allows users the ability to upload their SPA credit request for processing. Users can either upload a file using the provided template or go through the Manual Entry process to enter the individual line information.

Users can also access the Policy Document directly from the Create Request screen. Check out the below lessons for more information on Rebates:

[Rebate Requests](#)
[Rebate Tracking](#)

The Special Pricing (SPA) section of ABB empower allows a user to view and download all current price lists and can be accessed by clicking on the **Special Pricing** section in empower.

The screenshot shows the 'Price Agreements' section. At the top, there's a 'Price Agreements' title and a filter icon. Below it, there are tabs for 'All Pricing', 'Net Price List', and 'Published Book Pricing'. The main area contains a table with the following data:

Agreement No.	Agreement Type	End Customer Name	Revision No.	Post Date and Time	Effective Dates	Status
STANDARD	STANDARD		001	03/30/2017 05:58	05/31/2016	Active
45003846	SPECIAL	DEVON ELECTRIC	003	06/07/2017 06:01	05/31/2016	Active
45003845	SPECIAL	ROBIN ELECTRIC	003	06/07/2017 06:01	05/31/2016	Active

Capabilities include:

- current, prior and future versions of standard (into-stock) pricing
- current, prior, and future versions of special (end-customer) pricing
- net price files for standard and customized product lists
- product list file upload
- published book price files
- distributor payment terms
- alerts for price changes

Check out the full [Special Pricing \(SPA\) Management](#) lesson for full details on how to request your specific price files.

Tip: Ability to view special price data is a separate permission with empower. Not all users will have Special Pricing section as part of their empower experience. Please contact your ABB account manager or empoweru@abb.com to request access.

Track Your Payables (invoice tracking) is available in ABB empower through the **Invoice** section. Users can search invoices, see overdue invoices, and directly download PDF copies. The invoice information is pulled directly from ABB's account receivables system and allows users to view all open invoices and up to 90 days of closed invoice history.

Check out the full [Invoice Management](#) lesson for full details on how to request your specific price files.

Tip: Ability to view invoices is a separate permission within empower. Not all users will have Invoice section as part of their empower experience. Contact your ABB account manager or empoweru@abb.com to request access.

Invoice No.	PO No.	Order No.	Invoice Date	Original Amount	Current Balance	Invoice Status	Due Date	Cash Discount
502193492	DEMO-MAR2	151378919	12/01/2018	23.45	23.45	Past Due	12/31/2018	0.00 USD

Getting started: empower Quote

1. Lesson Overview
2. Quote Basics
3. Adding Products
4. Quote Pricing
5. Quote Sharing & Versions
6. Notes & Attachments
7. Bill of Material (BOM)
8. Proposals, Submittals, and O&Ms
9. Creating Orders
10. Rebates
11. Advanced Topics

ABB empower Quote provides users the ability to fully configure and execute project quotes and orders. This getting started guide will help familiarize users with the quote management system and provide helpful tips for navigating the tool.

Select the red links below to go directly into the topic you'd like to learn more about:

- [The Basics](#) - learn how to access the empower Quote module, along with basic system navigation.
- [Adding Items / Products](#) - add individual products from the ABB catalog or configure products per job specifications.
- [Pricing a Quote](#) - get product line item multipliers and submit price appeals to get project level pricing.
- [Sharing & Versions](#) - learn how to create multiple versions of your quote along with how to share your quote with your colleagues and ABB users.
- [Notes & Attachments](#) - use these features to further manage the overall project quote and enable collaboration between users.
- [Bill of Material \(BOM\)](#) - users can customize and manage (download, email, etc) the quote bill of material.
- [Documents \(proposals, submittals, etc.\)](#) - quickly generate and customize required project documents through ABB empower's document generation service.
- [Creating Orders](#) - create project orders directly from the quote with the simple 3-step order process.
- [Rebates](#) - create your Small Project - Same Day rebate requests for project orders fulfilled from local stock.
- [Advanced Topics](#) - get deeper with advanced features of empower quote such as versions, snapshots, search, quote transfer, etc.

ABB empower Quote has been designed to facilitate the entire quote life cycle. This Quote Basics section will cover:

- Accessing ABB empower Quote
- Creating a Quote
- Quote Screen Overview

Accessing ABB empower Quote

The Quote features are a core module of ABB empower and accessed via the **Quotes** button on the empower homepage. If you do not see the Quotes button, please contact empoweru@abb.com or use the **Ask the Expert** (located at the top right of the lesson page) function in this lesson to request access.

The screenshot shows the ABB empower website dashboard. The top navigation bar includes the ABB empower logo, user information (9014705 - EMPOWER TEST CUSTOMER - 1, US), a product search bar, and a shopping cart icon. The main navigation menu includes HOME, MY CART, ORDERS, SHIPMENTS, SAVED ITEMS, INVOICE, PRODUCTS, POST SALES, and PRICE AGREEMENTS. The dashboard content is divided into several sections:

- Order Status:** A summary of the last 150 orders, showing 13 Total Orders, 3 Open, 2 Shipped, 8 On Hold, and 0 Cancelled.
- Featured Updates:** A section titled "ABB completes acquisition of GE Industrial Solutions" with a "View All" link.
- Order Search:** A search bar with the placeholder text "Enter Order or PO or Product Nur" and a "Search" button.
- Recent Orders:** A table listing recent orders with columns for PO No., Order No., and Status.
- Quotes:** A button labeled "Quotes" that is highlighted with a red box, used for creating new quotes or managing existing ones.
- Price and Availability:** A section with an information icon.

PO No.	Order No.	Status
111	151379192	On Hold
TEST_ORDER	151376926	On Hold
1st	151378933	Shipped

Creating a New Quote

Users can quickly create a new quote from the empower Quote Dashboard or the All Quotes page by selecting Add New Quote. This will begin the quote creation process, where users will be asked to enter basic quote information including a quote name and selection of the appropriate account.

Create New Quote (click image to expand)

DASHBOARD QUOTES Save Cancel

Add New Quote

Quote Name empowerU

Account 9014705 QMS Test Distributor For Training, PLAINVILLE

Due Date Submit Date

Sales Organization/Region GEIS United States Territory US 101 Sioux Falls

Description

Channel Type Distribution Currency United States Dollar

Output Language English - United States

Tip: You can set defaults for some of these fields by going to the Preference Center page (found by clicking your name in the top-right of the screen)

Quote Screen Overview

The main hub of the quote is the Quote Details page. From here, users can access all key quote information and features such as BOM, pricing, order entry, etc. Below is a quick overview on how to navigate a quote and key actions.

DASHBOARD QUOTES Add New Item

empowerU LUMB-00003084 Original version Open

Details Notes BOM Pricing Documents Orders Rebates

Account 9014705 QMS Test Distributor For T... Submit Date Territory US 101 Sioux Falls PO No.

Due Date Quote Owner training, empoweru | 3/14/2019 Last Changed Gunn, William | 3/14/2019 Description Language English - United States Sales Organization GEIS United States

All Items (4) Total Net Price \$10,354.00

Item	Description & Marks	Catalog No.	Qty	Ordered	Net Price
1	Lighting Panelboard, AQ PNL1	AQF ML INTERIOR	1		\$599.00
2	Lighting Panelboard, AQ PNL2	AQF ML INTERIOR	1		\$599.00
3	Transformer, DOE 2016, Aluminum, 9T10A1004	9T10A1004	1		\$9,135.00
4	Circuit Breaker, 120/240V Plug In, THQL1120	THQL1120	1		\$21.00

Key areas on the Quote Details page include:

- Add New Product:** Use this action to add items from the product catalog, product configurators or import from another quote.
- Quote Details:** Here you will find all the relevant information related to the quote (quote number, name, account, etc.).
- Navigation Links:** Access various quote functions from this list including BOM, pricing, documents, and orders.
- Quick Action Bar:** Perform quick actions such as adding notes, sharing the quote with other users, version & snapshots, and attachments.

5. **Items Quick Action Bar:** Access line item actions such as global modifications (panelboards), re-engineer, move-to, copy, delete, and filtering by product family.
6. **Re-sequence:** Use this action to quickly reset the item numbers based on the current order of the items.
7. **Line Item Actions:** Use this menu to access line item options such as configure, edit, move-to, etc.
8. **Drag-and-Drop:** Quickly re-arrange line items by grabbing them and moving into the desired position.

Products are added to the empower Quote through the **Add New Item** menu. From this screen, users can add...

- Configured products through the various product configurators available
- Standard catalog products through the catalog search
- Imported line items from previous quotes (or versions)

Configured Products / Product Selectors

A full set of product configurators and product selectors are available within ABB empower. This will allow you to add a wide range of products to your empower Quote.

Check out the [Getting Started: Product Configurators](#) and [Getting Started: Product Selectors](#) lessons for all the details on using ABB empower's product configurator and selector features.

Tip: The list of available product configurators is based on your user profile settings. If you do not see a product available in your list, contact your ABB Account Rep.

Catalog Search

Users can add one or many items through the catalog search into their current quote. Simply enter the catalog number and select the correct item from the drop down. After adding the item, users can specify an item mark and update the item quantity from this menu.

Users can also add Non-ABB miscellaneous items from this menu by selecting the blue link below the catalog search box. This will allow a user to enter in an item that will not be purchased from ABB but can still be included on the bill of material to the end user. All required fields must be completed for the "Add" button to activate.

Check out the full [Catalog Search & Misc Items](#) lesson for a complete tutorial on these features.

Note: ABB Internal users will have the additional option to add ABB miscellaneous Items to the quote.

Tip: To add a second catalog item, simply search for the additional product in the Search Catalog Number box. You can also use the keyboard to navigate the search menu.

The screenshot shows a 'Catalog Search' window. On the left is a sidebar with 'Products', 'Catalog Search', and 'Import' options. The main area has a search box labeled 'Search Catalog Number' with a dropdown menu containing 'Add Non-IS Misc Item' and 'Add IS Misc Item'. Below the search box, a table displays search results:

	Marks	List Price	Qty
THQL1120 Circuit Breaker, 120/240V Plug In	Optional	\$21.00	1 X

At the bottom of the window are 'Add' and 'Cancel' buttons.

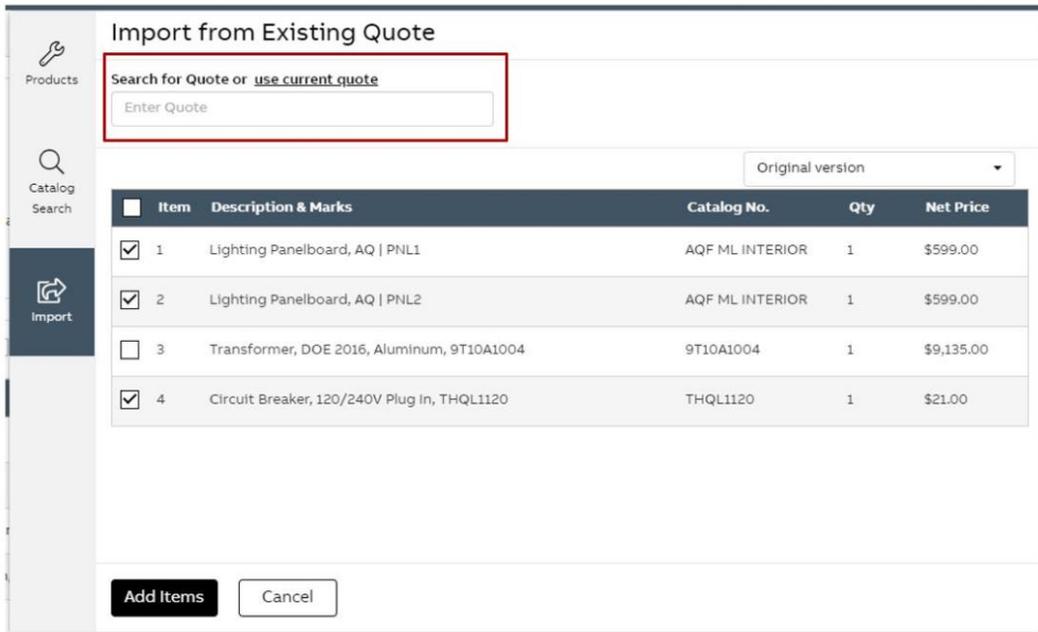
Item Import

empower Quote offers users the ability to import line items (including fully configured products) from one quote to another. This import feature also allows users to query the list of quotes they have access to and select one (or many) line items from any version of the quote.

Simply select the Import option and then search for a quote based on the quote name. Once you select the quote, you can select a specific version and then choose the line items to import.

Check out the [Quote Item Import](#) lesson for full details on importing line items across quotes.

Tip: To quickly import from a different version of the current quote, select the 'use current quote' link above the search box to directly access the current quote and then choose from an alternate version. You can also paste a quote number into this box.



The pricing functionality in empower Quote provides users with a market level project price based on the current quote configuration. The item multipliers are pulled in real-time from ABB's pricing system and applied to your project quote.

Requesting Authorized Pricing Levels

To request authorized pricing levels, select **Get Pricing** from the **Pricing** button in the blue header bar once you have added all your items to your quote. This will send the line items to ABB's pricing engine to obtain authorized pricing. Once it has determined the appropriate discount multipliers, they will automatically be updated on the pricing screen.

Check out the [Project Pricing](#) lesson for more details on pricing your quote.

Item	Item Description	Marks	Qty	Cycle	Lead Time	Unit List \$	Auth Mult	Multiplier	Unit Net \$	Total Net \$	Margin %	Total Sell \$
1	Lighting Panelboard, AQ	PNL1	1	Q	5 days	599.00	0.3169	0.3169	189.83	189.83	0.00	189.83
2	Lighting Panelboard, AQ	PNL2	1	Q	5 days	599.00	0.3169	0.3169	189.83	189.83	0.00	189.83
3	Lighting Panelboard, AQ	PNL2	1	Q	5 days	599.00	0.3169	0.3169	189.83	189.83	0.00	189.83
4.1	3 Phase, 60 Hz, 75 kVA, 9T10A1004		1	N	STOCK, CHECK AVAILABILITY	9,135.00	0.2155	0.2155	1,968.59	1,968.59	0.00	1,968.59

Price Appeals

After pricing your quote, users can appeal the price if required. To appeal a price, you must first adjust the **Total Net Price** field or adjust individual item level multipliers in order that results in a lower price. Once this is complete, select the **Appeal Pricing** button from the pricing screen and complete the price appeal form. This will submit the appeal for review and approval to the ABB pricing team. Once reviewed, updated item multipliers will be automatically applied to the quote.

Check out the [Price Appeal](#) section in the Project Pricing lesson for more details on pricing your quote.

Item	Item Description	Marks	Qty	Cycle	Lead Time	Unit List \$	Auth Mult	Multiplier	Unit Net \$	Total Net \$	Margin %	Total Sell \$
1	Lighting Panelboard, AQ	PNL1	1	Q	5 days	599.00	0.3169	0.2497	149.58	149.58	0.00	149.58
2	Lighting Panelboard, AQ	PNL2	1	Q	5 days	599.00	0.3169	0.2497	149.58	149.58	0.00	149.58
3	Lighting Panelboard, AQ	PNL2	1	Q	5 days	599.00	0.3169	0.2497	149.58	149.58	0.00	149.58
4.1	3 Phase, 60 Hz, 75 kVA, 9T10A1004		1	N	STOCK, CHECK AVAILABILITY	9,135.00	0.2155	0.1698	1,551.27	1,551.27	0.00	1,551.27

Quote Sharing

All quotes created by external users will default to account sharing of **Can Edit** (unless individual user has updated their sharing preferences). This means all users with access to the buying customer account in empower Quote can view and modify the quote.

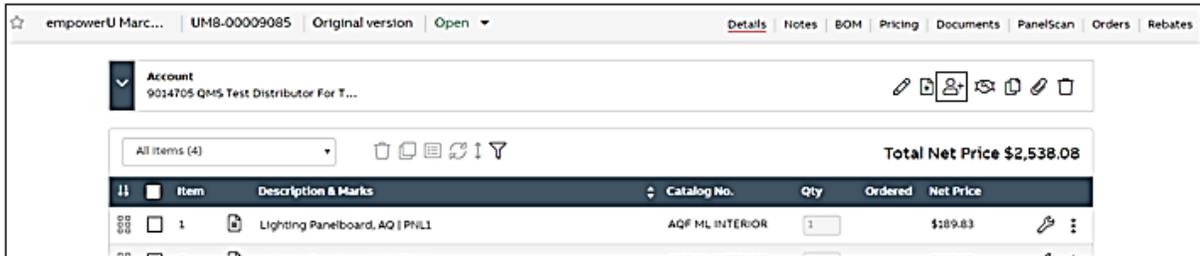
Users can choose to update this setting per quote, along with the ability to individually share a quote with anyone in their company or any ABB user.

To update a quote's sharing attributes, simply click on the sharing icon on the quote quick action bar. From there, a user can select any ABB user (or any external user approved for the account on the quote) to provide access to.

Check out the full [Quote Sharing](#) lesson here for more details and frequently asked questions.

Tip: A quote created by a ABB user against a buying customer account will be set to private by default. ABB user will have to specifically share with an individual distributor user if required

Quote Sharing



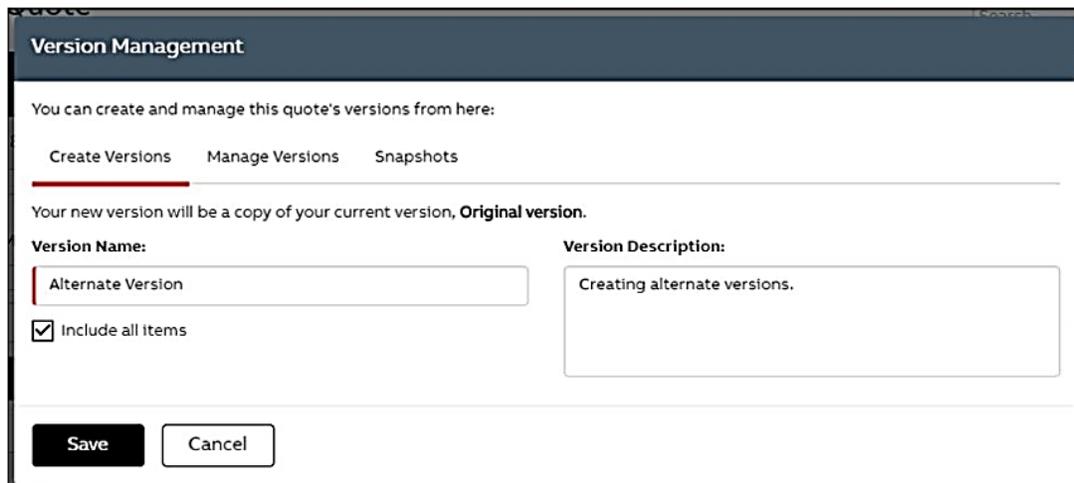
Quote Versioning

Quote versions can be created for an individual quote in order to create alternate offerings, revisions, or to manage quote history as further refinements are made. When creating a new quote version, the line items, notes, attachments, documents, pricing, etc. are copied from the current version. If you want to create a blank version with no line items, uncheck the **Include All Items** checkbox.

Check out the full [Quote Versions](#) lesson here for more features.

Tip: Once an order is placed against a version of a quote, the other versions of the quote will become read-only and cannot be modified, nor can you create new versions.

Snapshots are read-only versions that are taken when certain system actions have been taken, such as a request for pricing or the creation of an order. These snapshots can be viewed from the Versions menu. [Click here to learn more about Quote Snapshots.](#)

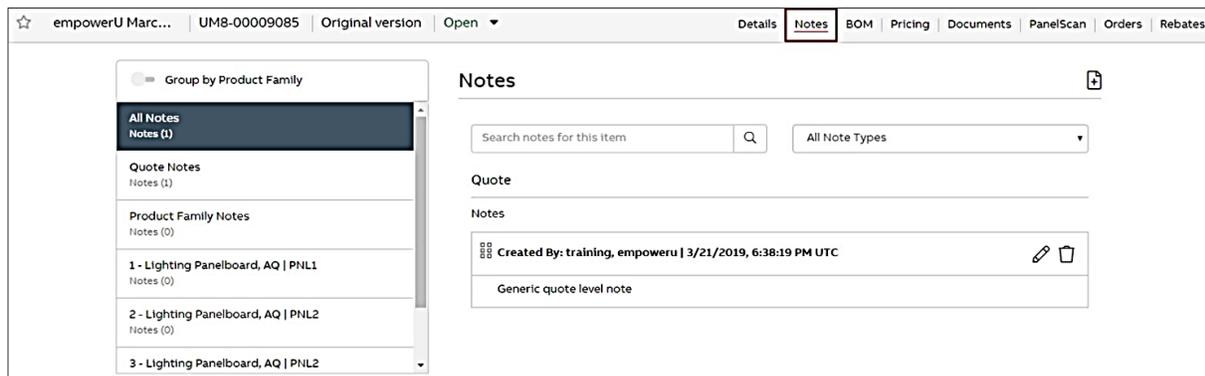


The screenshot shows a "Version Management" dialog box. It has a title bar "Version Management" and a subtitle "You can create and manage this quote's versions from here:". Below the subtitle, there are three tabs: "Create Versions", "Manage Versions", and "Snapshots". The "Create Versions" tab is selected. Below the tabs, there's a message: "Your new version will be a copy of your current version, **Original version**." Below this, there are two input fields: "Version Name:" with the value "Alternate Version" and "Version Description:" with the value "Creating alternate versions." Below the input fields, there's a checkbox labeled "Include all items" which is checked. At the bottom, there are two buttons: "Save" and "Cancel".

Quote Notes

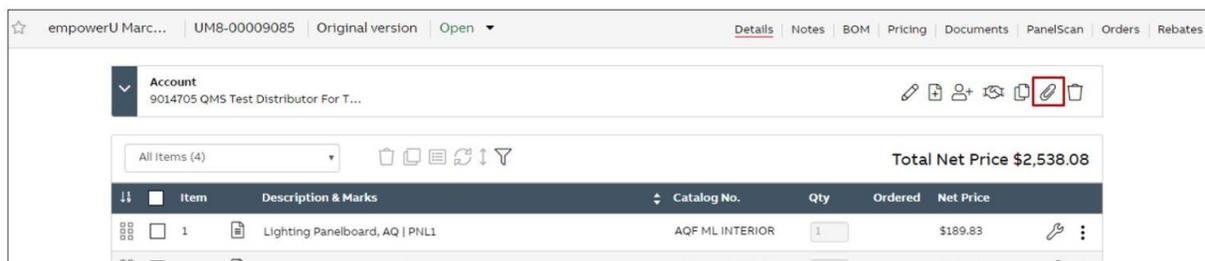
Notes allow users to easily collaborate and store information against an individual quote, product families, or items. This is very helpful when collaborating with colleagues, factories, or working with project managers.

Users have the ability to enter both public and private notes as well as enter notes for the overall quote, for an entire product family, or a specific line item. These notes can then be included on quote output documents such as proposals and submittals.



Quote Attachments

Attachments can be used to store project documents such as one-line diagrams, panel schedules, etc. By using quote attachments, this will reduce the need to send additional e-mails when sharing with other empower users. Users can access the attachments section by click on the 'paperclip' icon from the quote quick action menu.



Check out the full [Notes & Attachments](#) lesson for more information on how to fully leverage these features when managing a quote.

The Quote Bill of Material (BOM) section allows an easy and quick way to review the line item details. Included on the BOM screen is the ability to customize the BOM for download. Use the BOM options to specify the format and then generate the output document.

BOM Options

User the options menu (gear icon) to select various options when viewing and downloading the bill of material. From this menu you can tailor the BOM output to fit your specific needs.

BOM Options



The screenshot shows a web application interface for a Bill of Materials (BOM). At the top, there is a navigation bar with a star icon, the text "empowerU - BO...", a quote number "UM8-00001334", and a version indicator "Original version". To the right of this bar are tabs for "Details", "Notes", "BOM" (which is active), "Pricing", "Documents", "PanelScan", "Orders", and "Rebates". Below the navigation bar, the main heading is "Bill of Materials". To the right of this heading are three icons: a share icon, a download icon, and a gear icon representing the options menu. Below the heading is a table with the following columns: "Item", "Description", "Qty.", and "Unit Price". The table contains one row with a checked checkbox in the "Item" column, the value "1", the description "Circuit Breaker, 120/240V Plug In, THQL1120 THQL 1 POLE 120/240V 10K IC 20 AMP", the value "1" in the "Qty." column, and the value "\$4.58" in the "Unit Price" column.

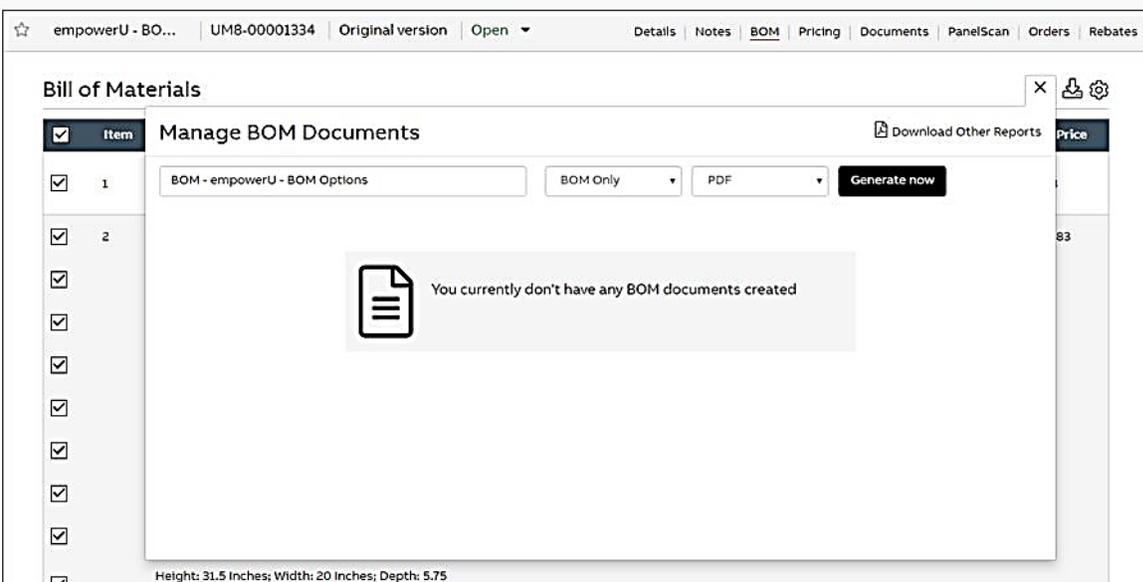
<input checked="" type="checkbox"/>	Item	Description	Qty.	Unit Price
<input checked="" type="checkbox"/>	1	Circuit Breaker, 120/240V Plug In, THQL1120 THQL 1 POLE 120/240V 10K IC 20 AMP	1	\$4.58

BOM Documents

Use the **Quick Download** and the **Share / Download** icons to generate and share BOM documents for the specific quote. These options give the user flexibility on how the document will be prepared as well as access to quick formatted documents to download.

When utilizing the Share / Download feature, the BOM documents generated are stored against the quote and can be accessed at a later time. Users can also choose to directly email the document to their customer. Choosing **Drawings Only** option allows users to create a simple document containing all product drawings.

Tip: to generate a document that contains all the panelboard drawings, select only the panelboard line items from the BOM screen and then choose drawings only document type.



The screenshot shows a "Manage BOM Documents" dialog box overlaid on the BOM screen. The dialog box has a title bar with a close button (X) and a gear icon. Below the title bar, there is a "Download Other Reports" button and a "Price" column header. The main area of the dialog box contains a text input field with the value "BOM - empowerU - BOM Options", a dropdown menu set to "BOM Only", another dropdown menu set to "PDF", and a "Generate now" button. Below these fields is a message box with a document icon and the text "You currently don't have any BOM documents created". At the bottom of the dialog box, there is a footer with the text "Height: 31.5 Inches; Width: 20 Inches; Depth: 5.75".

Check out the [BOM Documents](#) lesson for complete details on managing your bill of material document.

ABB empower Quote contains a fully integrated digital document generation service that allows users to electronically generate and deliver key quote documents such as proposals, submittals, and O&Ms. These documents are generated using all of the information entered in the quote, BOMs from configured products, and publications / drawings from ABB's publication library.

Key items when generating documents:

- key templates have been created for various document types
- users can select specific document sections and line items to be included
- store key contacts in empower and easily add them to your documents
- update and (or) annotate the document prior to publishing
- publish the document and deliver via email to customers for electronic access

To generate a document, empower has a **Document Wizard** process that walks the user through the 4 main steps to create the document from pre-defined templates. These templates are meant to guide the user to a 90% complete document that can then be updated, rearranged, etc. to meet the customers specifications.

Select a Template

Document name:

Select your workgroup:

Select one of the templates below:

PROPOSAL For Channel Partners. Includes options for: Cover Page, Notes, Summarized BOM, Total Net Price, Total Net Price by Line Item, Panel Summary, Detailed BOM, Ts and Cs, and Drawings	>
SIMPLIFIED PROPOSAL Channel Partners Simplified Proposal. Includes: Cover Letter and Notes, Summarized BOM and Total Net Price, Panel Summary, Detailed BOM, and Terms and Conditions. NO DRAWINGS	>
DRAWINGS ONLY Click "Generate Now" Template consisting only of product drawings	>

With ABB empower Quote, users can create and manage multiple orders against a quote. The order entry process has been simplified and presented as a simple 3 step process: Shipping & Billing, Build Order, Order Summary.

To create an order, click the Orders link on the Quote Details screen and click the **New Order** button. Before creating an order, you must have received valid pricing for your project quote.

Tip: ABB users will only be able to place orders on the Primary Version of a quote; external users should be careful to order from the correct version.

The screenshot shows the 'BUILD ORDER' interface for quote 'empowerU March Re...' with ID 'UM8-00009085' and a total value of '\$0.00'. It features a table with the following data:

Item	Description & Marks	Cycle	Total Qty.	Avail. Qty.	Order Qty.	Total Price	Estimated Dates		Req. Delivery Date	Release Type
							Shipping	Delivery		
<input type="checkbox"/>	1 Lighting Panelboard, AQ PNL1	Q	1	1	1	\$189.83	3/28/2019	4/4/2019	4/4/2019	Release
<input type="checkbox"/>	2 Lighting Panelboard, AQ PNL2	Q	1	1	1	\$189.83	3/28/2019	4/4/2019	4/4/2019	Release
<input type="checkbox"/>	3 Lighting Panelboard, AQ PNL2	Q	1	1	1	\$189.83	3/28/2019	4/4/2019	4/4/2019	Release
<input type="checkbox"/>	4 Transformer, DOE 2016, Aluminum, 9T10A1004	N	1	1	1	\$1,968.59	STOCK, CHECK AVAILABILITY	STOCK, CHECK AVAILABILITY	3/28/2019	Release

With empower Quote, multiple orders (releases) can be created against a single quote. All existing orders for the quote will be listed on the orders summary list (item #1 below). To create another order, simply select **New Order** (item #2) and complete the 3-step process selecting the next set of items to be ordered.

Tip: Once an order is placed against a quote, users can still edit non-released items.

The screenshot shows the 'ORDERS' summary page for quote 'empowerU Marc...' with ID 'UM8-00009085'. It includes a 'New Order' button (callout 2) and a table of existing orders (callout 1):

Status	Equipment Order	Component Order	Order Name	PO No.	Transmission Date	Order Value	Transmitted By	Collective No.
Released		0151279645	empowerU March Release - Transformer	681789	3/21/2019	\$1,968.59	training, empoweru	0321145838

Small Project - Same Day rebate process allows users to submit a rebate claim for price difference between a distributor's into stock price and the specific quote item multipliers. This process in ABB empower requires users to select the eligible products that they provided the customer from their current stock inventory for rebate. Once the rebate file is generated and sent to the user, it must be submitted via ABB empower for payment.

During this process, users will be presented with the estimated rebate amount based on the difference in prices for the specific job. Since line item multipliers can be different based on each job, rebate amounts could potentially be different as well.

Tip: rebates can only be filed for items fulfilled from local inventory. The empower screens will indicate which items and quantities are rebate eligible for the specific job.

Check out the full [Small Projects - Same Day Rebates](#) lesson for full details and instructions for completing the rebate request.

<input type="checkbox"/>	Item	Description	Marks	Total Qty.	Avail. Qty.	Rebate Qty.	Rebate Eligible
<input type="checkbox"/>	1	Switches and Disconnects, Heavy D...		10	10	<input type="text" value="10"/>	Yes
<input type="checkbox"/>	2	Transformer, DOE 2016, Aluminum, ...		2	2	<input type="text" value="2"/>	Yes
<input type="checkbox"/>	3	Lighting Panelboard, AQ	PNL1	1	1	<input type="text" value="1"/>	No - Not Eligible
<input type="checkbox"/>	4	Lighting Panelboard, AQ	PNL2	1	1	<input type="text" value="1"/>	Yes

Check out the below advanced lessons to become an expert on empower Quote:

- [Quote Transfer](#): External empower users can hand-off their quotes to ABB for project management through the quote transfer process
- [Small Project - Same Day Rebates](#): Review and submit your Small Project - Same Day program rebate files
- [Managing Non-Released Items](#): Quote items not yet ordered can be modified as needed prior to order entry
- [Lead Time Updates](#): Quote items with updated lead times will display on the Details and Pricing screens
- [Item Re-engineering](#): Update quote items with the latest set of product configuration rules